

GEARS HOW-TO

<https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx>

(Depending on your CAC type you'll need to select your Email Authentication cert)

- Click on the link above or copy & paste into your web browser, and select the tab that reads NEW PACKET
- In the PACKET NAME box type: **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_MVA012-34 or Mouse, Minnie_ATM056-78).
- Under PACKET TYPE, click on MAKE A SELECTION: Select "Other"
- Under ORIGINATING ORGANIZATION: Select your organization – AIR FORCE – AIR NATIONAL GUARD – FLORIDA AIR NATIONAL GUARD (FLANG) – Lastly, select the unit you belong to (101 AOG, 114 SPCS, 125 FW, 131 TRF, 159 WF, 202 RHS, HQ FLANG). Find your assigned base if not a member of FL ANG. Ensure the box is checked that reads 'Make this my default organization.' Then click SELECT ORGANIZATION
- Click PROCEED TO THE NEXT STEP
- In the orange box that reads PACKET FILES click the plus (+) sign to upload/drag and drop your application. Ensure it is only one single pdf file only. Please name your file **LastName, FirstName_Position Announcement Number** (for example; Mouse, Mickey_012-34 or Mouse, Minnie_ATM056-78. Click CLOSE.
- Click PROCEED TO THE NEXT STEP
- In the PACKET DISCUSSION/INSTRUCTIONS type: Attached is my application for MVA # or ATM # (type the MVA or ATM number you are applying for). In the PACKET DUE BEFORE box: give at least 7 calendar days – choose 7 days even if it goes beyond the close out date listed on the advertisement. In the EACH ACTION GIVEN box: leave the default of 3 days.
- Click ADD THE ROUTE
- Click ADD A USER/GROUP
- Type the following group name: HQ FLANG HRO
- Select Decision/Signature
- Click the 'blue' plus (+) sign
- Click ADD A USER/GROUP again
- Type YOUR last name, first name; select your name
- Select Concur/Nonconur
- Click SUBMIT PACKET
- Click START PACKET ROUTING
- Please make note of your Packet Name (# 12345678) a.k.a GEARS Routing Number

You will receive a GEARS reply when your application has been downloaded and filed by our office. Any questions please email the HRO distro box at ng.fl.flarng.list.hro-air-agr@mail.mil.



New Packet



My Packets



My Actions



Packet Information

Packet Name (# 10383606)

LastName, FirstName_MVA012-34 or LastName, FirstName _ATM056-78

Packet Type



Other HR Actions

Originating Organization



Headquarters (FLANG)



The information in this box can be viewed by everyone



Signature Files



Add only the documents here that require a signature, if any.



Packet Files



LastName, FirstName_MVA012-34.pdf or LastName, FirstName _ATM056-78.pdf

Packet Information

Packet Name (# 10383606)

LastName, FirstName_MVA012-34 or LastName, FirstName_ATM056-78

Packet Type

Other HR Actions

Originating Organization

Headquarters (FLANG)

The information in this box can be viewed by everyone

Signature Files

+

Add only the documents here that require a signature, if any.

Packet Files

+

LastName, FirstName_MVA012-34.pdf or LastName, FirstName_ATM056-78.pdf

Workflow Route

Packet POC

Your name will appear above as Packet POC

Make someone else the POC

Packet Discussion/Instructions:

Attached is my application for (enter the announcement number you are applying to here).

Packet Recommendation:

Add the recommendation box

Packet Due Before:

11/21/2018

Each Action Given:

3

Day(s)

Add the route »





HQ FLANG HRO

Action Requested:


☒

☐

Decision/
Signature








Action Requested: **Your name will appear above**


↑


↓

Concur/
Nonconcur





 Save as pre-defined route

 Submit packet

Start Packet Routing



Email Options

Do you want the files emailed to you at the end of the route?

Note: This email is not encrypted (PII will not be protected).

☐ Include Signature Files

☐ Include Packet Files



Start Packet Routing



Close

*** Select Start Packet Routing**



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Packet Name (# 10383606)

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